

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814



October 28, 1976

ALL-COUNTY LETTER NO. 76-126

TO: ALL WELFARE DIRECTORS
ALL MIL COORDINATION CONTACTS

SUBJECT: SSI/SSP Program-MIL Review Project

REFERENCE:

As outlined in our County Information Letter of August 26, 1976, a MIL Review Unit has been established in Sacramento, staffed by State Employees. County responsibility is limited to locating and shipping its MIL case files to the state MIL Review Unit. The total MIL reviewing activity has been approved by the Social Security Administration. Fiscal claiming instructions for this activity are included as Attachment 1.

The process for obtaining cases from the counties and then returning them is very much the same as done during last year's APL project. The procedures are designed with special attention to case protection and accountability. Case material will not be removed from the case folder by the State and all case folders will be returned in the box order received within an average of three weeks and not more than two months from the date received. See Attachment 2 for a flow chart of the MIL Review process.

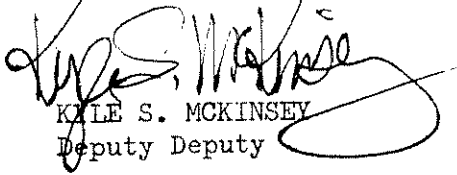
Counties will receive a computer produced listing of the SSI/SSP program MIL cases for which eligibility and grant case folders will need to be located and shipped to Sacramento. Detailed instructions for case preparation and shipment are being forwarded separately to the county's MIL coordination office or contact who will also be informed of the method and date of shipment.

Each county's designated MIL contact or office working closely with the MIL Unit representatives will be relied upon to see that the furnished materials and instructions for obtaining, packing and shipping the cases listed for review by the State MIL Unit get to the right place at the right time and that the shipment dates and locations are properly coordinated. Any additions or changes in the County MIL coordination contact should be reported to the MIL Review Unit as soon as possible, at 916/322-2901, P.O. Box 160848-C, Sacramento, CA 95816.

The support and cooperation of the counties in this project is essential and very much appreciated. Working together we can successfully complete this long-postponed data cleanup project, thus assuring an equitable program with correct mandatory SSP payments.

GEN 654 (2/75)

Please feel free to request any information desired on the review process or its progress and any assistance needed from the MIL Unit staff.



KYLE S. MCKINSEY
Deputy Deputy

Attachment

cc: CWDA

The MIL case review project, required by the Social Security Administration (SSA), is eligible for 100 percent reimbursement from SSA. The procedure for receiving this reimbursement will be as follows:

1. Use of Personnel

- a. All clerical staff time spent on MIL (on a monthly basis) must be shown on the Eligibility Worker Time Study, DFA 43, on Line H 2. The remainder of the time spent by these workers on clerical functions other than MIL must be recorded to Line Q - Nonallocable.
- b. At the end of each quarter, determine (1) the combined salaries (all three months) of all MIL clerical workers, (2) number of hours spent on MIL, and (3) total number of hours worked by these personnel during the quarter. The next step is to divide the number of hours spent on MIL by the total number of hours worked during the period. The ratio obtained is used as the basis for determining the amount of these salaries eligible for 100 percent federal reimbursement. Assuming that the ratio obtained is .85 and the combined salaries for the period are \$10,000, then \$8,500 ($.85 \times \$10,000$) would be claimed on the DFA 325.2, Group III, Direct Costs, B1, Eligibility and nonservice - Personal Services. The amount should be identified as MIL Review for the SSI/SSP Program. The balance of the salaries, \$1,500 (\$10,000 minus \$8,500) is to be included in Group II A1, Clerical Support.
- c. In using this method, the hours recorded on the DFA 43 by each MIL clerical worker are used only to determine the amount of cost eligible for 100 percent federal reimbursement. These same hours are not to be used in the development of the DFA 323, Eligibility Time Study Summary and Program Ratios.

2. Shipment

The state will contact counties individually to make arrangements for shipment. Those counties advised to mail the boxes will be provided with HEW postage paid labels. The boxes of case files will, however, have

to be mailed via registered mail. Thus, the counties should not incur any costs for mailing except for registered mail fees. These registered mail fees may be claimed to the SSI/SSP MIL project on the DFA 325.2, Group III B2, identified as "MIL registration fees".

MIL FLOW CHART

